



Sertoma Arts Center, Williams Park Shelter Rental Information

For information
1400 West Millbrook Road
Raleigh, NC 27612
919-420-2329



Sertoma Arts Center

Facility Information

Room	Dimensions	Square Feet	Occupancy	Rate/Hour
Raleigh	38x50'	1900	100-125 seated 200 standing room	\$70/hour 2 hour minimum
Cardinal Room	22x550'	1100	25 seated 49 standing Supplies/Art equipment not for use	\$60/hour 2 hour minimum
Crabtree Valley	22X38'	836	25 Supplies/Art equipment not for use	\$35/hour 2 hour minimum
Kitchen	11X19'	220		\$25/hour 2 hour minimum
Items for use	Amount	Size	Description	Location
Tables	34 if available	30x72	Plastic/wood folding	Throughout Building
Chairs	200 if available	N/A	Stackable	Throughout Building

ADDITIONAL INFORMATION AND FEES

- Kitchen is equipped with; Stove, Refrigerator/Freezer, Microwave & Sink
*Kitchen is only for warming use unless used by licensed caterer.
- Supervision Fee: Required for rentals before/after hours \$20 per/hour per person
*Two staff member minimum.
- Security Deposit: Required for rentals (refundable pending no issues) \$75 per rental
- Application Fee: City of Raleigh Rental Application Fee \$15 per application non-refundable
- Shelley Park Pecan Grove available for limited rental, ideal location for wedding ceremonies.
\$25 per hour**

RULES AND REGULATIONS

- Artwork cannot be covered or removed
- No helium balloons in Raleigh room
- No open flames, sterno can be brought in and used by caterers but must be taken out of the building at the end of the event

Fees, rules and regulations are subject to change without notice. Please check with the facility when making reservations.



Williams Park Shelter



Facility Information

Room	Dimensions	Days	Hours	Rate
Picnic Shelter	Small shelter holds 4 picnic tables	Monday—Sunday	1/2 day rentals 9a-3p or 3p-9p	M-Sun \$54 1/2 day \$108 whole day
Sand Volleyball Court		Monday—Sunday		\$8 per hour

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